



Teacher's To-Do List

We recommend you follow this guide of tasks that need to be completed before and at South's BEST. Note that all times listed in this handbook are in the **Central Time Zone**. In addition, South's BEST staff will send out regular updates to the e-mail address provided on the team information form. These updates will contain critical information including scheduling changes and other event logistics. The team is responsible for maintaining a record of these updates and adhering to any changes that occur.

STEP #1 – Team Information Form

Submit your 2016 Team Information Form to Kristen Bond by 5:00pm (Central Time) on the Monday immediately following your hub competition. Forms should be e-mailed to kristen.bond@auburn.edu or faxed to 334-844-5740.

STEP #2 – Hotel Arrangements

It is **mandatory** that teams book their hotels through Cindy Pugh at the Auburn-Opelika Tourism Bureau. Cindy will contact you directly by the Wednesday, 5PM following your local competition to discuss your lodging needs. Cindy works closely with our local hotels to understand the variety of amenities and price ranges available, thus making her your best resource for finding lodging that works for you and your group. **Please DO NOT book hotels outside of this arrangement.** If Cindy or someone from the Auburn Opelika Tourism Bureau has not contacted you by Wednesday at 5PM, please contact Cindy directly at 334-704-0114 or by e-mail at cindy@aotourism.com.

STEP #3 – Engineering Notebook & Minors on Campus Parental Waiver Submission

All teams **must** submit an **Engineering Notebook** in order to compete at South's BEST. Along with the notebook, teams must submit a **Team Demographics Form** and an **Auburn University Minors on Campus Consent Form*** for **every** student planning to attend South's BEST.

Electronic submission of the notebook is also required by the deadline below. Submit notebooks via the following link: dropitto.me/notebook_submissions Password: **notebooks** (this is case sensitive). Submissions should be formatted as such: team#_team_name.pdf. Example: 888_Teddy_High_School.pdf.

Mail your team's hard copy *Engineering Notebook* and *Minors on Campus Parental Waivers* early enough **to ensure that they are received by the required submission deadline**. The deadlines are based upon your local hub competition dates. Please mail notebooks and waivers to the following address:

COSAM Outreach
 South's BEST Notebooks
 131 Sciences Center Classrooms Building
 315 Roosevelt Concourse
 Auburn University, AL 36849

Hub Competition Dates	Submission Deadline (this is NOT a postmark deadline)
October 1	5:00pm CDT, Thursday, October 13
October 8	5:00pm CDT, Thursday, October 20
October 21	5:00pm CST, Thursday, November 3
October 29	5:00pm CST, Thursday, November 10
November 4-5	5:00pm CST, Tuesday, November 15

Notebooks received after the due date and time will not be judged!

* The *Auburn University Minors on Campus Consent Form* is required for participation in South's BEST. This form is required to adhere to Auburn University's Minors on Campus policy. For questions regarding this form and/or the AU policy, please contact Kristen Bond at 334-844-5769.

STEP #4 – Women's Luncheon

Complete the Women in Science and Engineering Luncheon Registration found in the Forms Section and submit by Tuesday, November 15th to kristen.bond@auburn.edu or fax to 334-844-5740. Seating is limited and available on a first-come, first-served basis. Each team may submit names for 8 students and 2 adults until all spaces fill. Once Kristen has confirmed your school's seats at the luncheon, teams may substitute students into those slots without notifying the South's BEST staff. The 2016 WISE Luncheon will be held in the Science Center Auditorium on Saturday, Dec. 3 from 12 noon – 1:30PM.

STEP #5 – Pre-order South's BEST Championship T-shirts

Collect t-shirt pre-orders from your students. Complete the South's BEST Championship T-Shirt Pre-Order form found in the Forms Section. Submit the form and payment by Tuesday, November 15th using payment information provided on the form. **DO NOT email credit card information** – please call.

STEP #6 – Web Page Design Submission

To compete in the Web Page Design competition, submit the URL on the Team Information Form or e-mail the address to kristen.bond@auburn.edu by Tuesday, November 15th. Judging of webpages will begin on November 18th. Be sure your site is active and ready to be judged by this date.

STEP #7 – Video Competition Submission

To compete in the Video Competition, follow the instructions on the Video Competition Requirements document in this handbook. Videos should be uploaded to youtube.com (can be listed as private if the team prefers) and email the link to Kristen.bond@auburn.edu by the date below:

Hub Competition Dates	Submission Deadline
October 1	5:00pm CST, Thursday, November 3
October 8	5:00pm CST, Thursday, November 3
October 21	5:00pm CST, Thursday, November 17
October 29	5:00pm CST, Thursday, November 17
November 4-5	5:00pm CST, Thursday, November 17

STEP #8 – Marketing Presentation Time Selection (BEST Award Teams Only)

Marketing Presentations will be held on Saturday, December 3 (9:00am – 12:15pm). Kristen Bond will e-mail you by November 10th to schedule your marketing presentations at which time you will e-mail your top two time slot choices to her by Monday, November 14. The final marketing presentation schedule will be e-mailed to the lead teacher by Thursday, November 17 after all teams have submitted their requests.

STEP #9 – Accommodations for Students with Disabilities

If a hearing interpreter is traveling with your party and needs access to areas of the competition site not open to the public, we need to know prior to your arrival to ensure all South's BEST staff members are informed. If you have a student who requires any other accommodations that you believe we need to be aware of, let Kristen know.

STEP #10 – Student Survey

Every participating member of your team **must** complete the Student Survey available in the Forms Section of this handbook. Collect all completed student surveys and turn them in at registration during check-in at South's BEST. **We will not distribute your registration packet or pit packet until we have a form for each student in attendance.**

STEP #11 – Information for Adults

Make copies of key sections of this handbook for other adults in the group. Pay particular attention to the information in the following documents:

- Compliance Checklist
- General Information
- Pit Protocol
- Parking Maps

STEP #12 – Registration Check-In

There will be two registration check-in times available to teams. They are as follows:

- Friday, December 2nd, 3:00 – 7:00pm (Beard Eaves Memorial Coliseum) **OR**
- Saturday, December 3rd, 8:00 – 10:00am (Beard Eaves Memorial Coliseum)

The primary/lead teacher should check-in at one of the above registration sessions to receive the competition information packet. **Your team must check in before participating in any scheduled events.**